



# Department of Human Resources & Civil Service

## Job Announcement

### Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** NETWORK ADMINISTRATOR III (Provisional\* Appointment)

**SALARY:** \$35,701 - \$45,796 annually

**LOCATION:** Monroe County Department of Information Services

#### **JOB SUMMARY:**

This is a technical position responsible for assisting in installing, configuring, maintaining and managing a computer network system or systems. In smaller installations, work is less specialized and may encompass a broader spectrum of responsibilities. This classification differs from the higher in the series in that work is performed less independently and is more routine in nature. The employee reports directly to and works under the general supervision of a senior staff member. Does related work as required.

**PROPOSED MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in an information technology related field; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in an information technology related field, plus one (1) year of paid full-time or its part-time equivalent experience\* responsible for the operation\*\*, installation or maintenance/repair of a computer network server or network operating system; OR
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree with a minimum of fifteen 15 semester credit hours in information technology, plus two (2) years of paid full-time or its part-time equivalent experience\* as described in (B) above\*; OR,
- (D) Three (3) years paid full-time or its part-time experience\* as described in (B) above; OR,
- (E) An equivalent combination of education and experience as defined by the limits of (A), (B), (C) and (D) above.

\*Where experience is lacking one (1) additional year (30 semester credit hours) towards a degree in an information technology related field may substitute for one (1) year of paid full-time or its part-time equivalent experience.

\*\*Operation of a computer shall not include experience in the operation of word processing equipment, or a personal computer, micro-computer or any other self-contained unit.

**THE FOLLOWING FACTORS WILL BE CONSIDERED:** Attendance record and work record.

#### **SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**Send Civil Service Application to:**

MONROE COUNTY HUMAN RESOURCES  
39 WEST MAIN STREET - ROOM 210  
ROCHESTER, NY 14614

**Posting Date:** February 5, 2014

**Posting Deadline:** February 19, 2014

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.